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Management Specifications

Applicant Source Subsystem (SOURCE)

Narrative

Objective

To provide the information needed to identify and evaluate the Agency's recruitment source assets.

The following statements of purpose are representative of the specific objectives of the SOURCE subsystem:

(1) To collect within the Office of Personnel data pertaining to recruitment sources, their location and effectiveness. To collate all headquarters [ ] controlled sources by location, source category and name, name of contact, source rating, and responsible recruiter.

(2) To provide the field recruiter with an up-to-date, accurate tabulation of his source assets.

(3) To provide and maintain an Agency-wide catalog of recruitment source assets.

SOURCE Input

Primary input to SOURCE will be documentation originated by the Office of the Director of Personnel (Special Interest), OP/Recruitment Division (Headquarters controlled sources), and the field recruiter [ ]. In addition, inputs will include any information regarding change in the basic status of any given source asset.

Data input to SOURCE will be batched on a weekly schedule. The introduction of a new source, a revision or cancellation of an established source will be executed via a common data input control form. All cancellation transactions will delete the source asset from the active catalog and transfer all data pursuant to this asset to a catalog history file.

SOURCE Output

Primary outputs of the SOURCE subsystem will be:

(1) A master SOURCE Roster showing source category

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(educational institution, agency, drop in, advertising, etc.), source name, location, contact's name, rating.

- (2) A Recruiter's Aid (available upon request) containing the same information as the Master Roster, but covering a given area of responsibility. This output will serve primarily as an aid to the recruiting officer new to a given area; it will also be useful to the experienced recruiter when used as a feedback mechanism.

#### Advantages

Through interface with other subsystems in the Human Resources area, SOURCE will offer the following advantages:

- (1) Provide the Office of Personnel with the statistical base needed to analyze and evaluate the source assets vis-a-vis applicants in process (rejection/cancellation rates), staff personnel (tenure/performance data), and cost data.

- (2) Provide a Recruiter's Aid (an index/catalog of source assets) for each recruiter in order to facilitate the efficient planning of recruiting trips and the orderly transition of recruitment responsibilities due to the rotation or retirement of recruitment officers.

- (3) Provide the Office of Personnel with a single central reference of sources facilitating expedient location and contact thus increasing centralized headquarters control.

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TRANSACTION CODE  
SOURCE CODE  
STATE  
CATEGORY  
NAME  
CONTACT  
NAME  
DATE OF ENTRY OR CHANGE  
FIELD OR SPECIALTY  
CONTACT'S RATING  
RECRUITER  
REMARKS

